



PROGRAM COORDINATOR

THE MONTPELIER CENTER FOR ARTS & EDUCATION

The Montpelier Center for Arts & Education ("MCAE") is a 501(c)3 non-profit located in Montpelier, Virginia/Western Hanover County. The MCAE is an invaluable resource to the community and surrounding area.

With a vision to serve as a key resource for cultural and education enrichment in Central Virginia, the Montpelier Center for Arts & Education's overall mission is to engage and enrich the community through a variety of cultural and educational opportunities.

Position Description

The Program Coordinator of The Montpelier Center for Arts & Education ("TMC") reports directly to the Executive Director and will be responsible for gallery exhibition support and assisting in all operational needs related to the following areas: planning, implementing, and evaluating programs, instruction, and Center membership.

A full description of the major categories, responsibilities and duties is attached to this document.

Professional Qualifications

- A successful candidate for the Program Coordinator position will possess a minimum of a Bachelor's degree or equivalent work experience in the nonprofit sector or a related field
- The candidate will be expected to have **strong Microsoft 365 skills** and utilize current software and technology in handling day-to-day office tasks.
- The candidate must have **strong organization skills**, advanced written and verbal **communication skills**, possess a positive attitude, be self-directed, **able to multi-task**, and be flexible.



PROGRAM COORDINATOR

JOB EXPECTATIONS

The mission of The Center is to engage and enrich the community through a variety of cultural and educational experiences

Expectations in the Following Areas:

1. Operational Support

A. Administration

1. Assist with daily operations of the office as directed by the ED
 - a. answering phone calls and general emails, greet walk-in visitors and contractors, receive mail/packages, etc.
2. Assist with large mailing distributions if needed

2. Programs Coordination

Responsible for duties related to administration of classes, programs, and events

A. Support Programs & Events

- i. Assist with email distribution for programs & events (SalsaLabs)
- ii. Update website to reflect current programs
- iii. Schedule social media posts for classes and programs & create event pages when necessary for programs.
- iv. Email periodic evaluations of programs&classes and report findings to ED
- v. Process Farmer's Market vendor paperwork, coordinate with vendors, special guests, & musicians, and submit cash/check payments to ED
- vi. Submit calendar of programs and events to community calendars, newspapers, Online magazines, etc.
- vii. Assist ED and BOD with community events by coordinating with vendors, attending selected events, helping with setup, etc.
- viii. Coordinate with Art Gallery Director on exhibit installations, receptions, etc.
- ix. Submit participant contact information to OA
- x. Assist with quarterly newsletter production and distribution
- xi. Check in monthly with Preschool director to know what to report to the Board

B. Support Classes

- i. Support instructor needs and scheduling
- ii. Enter registrants contact information and payments into QuickBooks or SalsaLabs

- iii. Reserve rooms for classes and set HVAC for class time
- iv. Update website for new classes, new dates, images, etc.
- v. Email evaluations to class attendees and instructors and report findings to ED
- vi. Submit check requests to ED for instructors
- vii. Keep track of class attendance

3. Membership & Board Support

- A. Membership
 1. Maintain database (*SalsaLabs*)
 2. Mail out yearly reminders, renewals, new member cards, etc. & help solicit new members and business members
 3. Assist with quarterly newsletter production and distribution
 4. Recognize members when they reach milestones (5 years, 10 years, etc.)
- B. Board of Directors (BOD)
 1. Assist and support in incorporating goals and objectives of the BOD
 2. Assist in providing support to the BOD operations and preparing materials and information for Board meetings
 3. Take the minutes of the monthly meetings and coordinate with BOD Secretary & ED before they're presented to the BOD for approval